



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 611.2

Job Title: **SENIOR JAIL ATTENDANT**

Pay Grade: 13

GENERAL SUMMARY:

Provides guidance to Jail Attendants in specific work areas of Houston Police Department jail facilities.

RESPONSIBILITIES:

- Fulfills all of the responsibilities of Jail Attendant while acting as a team leader.
- Provides guidance to Jail Attendants on division policies and procedures.
- Interacts with the Sergeant of Police to ensure that jail functions are carried out in a proper, orderly and expeditious fashion.
- Interacts with other Senior Jail Attendants and supervisors to define problems and assist in their resolution.
- Reviews documents prepared by Jail Attendants to ensure quality.
- Ensures that prisoners are afforded all legal and constitutional rights. Reports any dereliction of duty to supervisor.
- Assists the Sergeant of Police in training and evaluating performance of Jail Attendants.
- May be assigned to special work details or special units at the discretion of the Jail Captain or Jail Manager.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certification. Must attend and successfully pass Jail Attendant School coordinated by the Jail Division, affiliated with the Houston Police Academy.

Certification: Must obtain a certificate signed by a physician that states a tuberculosis infection test was conducted, and the results of the test indicated negative for tuberculosis. If the results of the test indicated positive for tuberculosis, must obtain a certificate signed by the attending physician that states the tuberculosis is noninfectious, and the physician must provide correspondence that treatment for tuberculosis is being provided (Required by the State of Texas Health and Safety Code, Chapter 89).

May be required to obtain a Commercial Driver's license.

EXPERIENCE:

One year of experience as a Jail Attendant is required.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Jail Attendant

Senior Jail Attendant

Effective: October 1990

Revision Date: August 2002